

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** May 1, 2003

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL INTRODUCTORY TRAINING

A RI-SAIL Introductory Training course has been scheduled for the following for 8:30 AM to 4:00 PM on the following dates.

Monday, May 12, 2003
Tuesday, May 13, 2003
Friday, May 16, 2003
Monday, May 19, 2003
Wednesday, May 21, 2003

Please Note: The attendee would have to be present all five days to complete the RI-SAIL Introductory Training Course.

Please call Natalie Laster at 222-5062 with any questions and/or to register for the above classes.

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CFO:03-53